

Early/School-age Care and Education Professional Classes
REGISTRATION INFORMATION
PLEASE REVIEW CAREFULLY!

The Division of Child Care and Early Childhood Development, a part of the Virginia Department of Social Services, provides classes throughout the Commonwealth of Virginia for early/school-age care and education professionals. This catalog includes the following:

- Classes for the Spring 2010 Semester – including a calendar of classes by region
- Additional Educational Opportunities
- Other Resources
- Virginia Professional Development Career Lattice

The VDSS training catalog may be viewed at http://www.dss.virginia.gov/family/cc/development_catalog.cgi. These classes are open to early/school-age care and education professionals from:

- Licensed child day centers
- Religious exempt child day centers
- Certified preschools
- Head Start programs
- Public school preschool programs
- Licensed family day homes
- Voluntarily registered family day homes
- Family day homes approved by a family day system
- Unregulated child care providers paid by local departments of social services
- Other early/school-age care and education professionals

REGISTRATION PROCEDURES AND PAYMENT OPTIONS

General Information

- Carefully review the catalog and the registration procedures and payment options.
- Use the Spring 2010 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the VDSS Class Registration Form as needed and **fully complete one (1) form per participant**.
- Make a copy of the completed VDSS Class Registration Form for your records before you submit it.
- Community College Workforce Alliance (CCWA) will mail class confirmation letters and directions once registrations have been received.
- If the class is filled or your registration arrives late, your payment will be returned to you.
CCWA MUST RECEIVE REGISTRATION SEVEN (7) DAYS PRIOR TO THE CLASS DATE. No late registration will be accepted.
- A \$15 fee will be charged on checks returned for insufficient funds.
- Refreshments will no longer be provided.

Registration Options

1. To Register for Classes by Mail

- Fully complete the VDSS Class Registration Form on page 5 (**one (1) form per participant**).
- **Reminder:** Make a copy of the completed VDSS Class Registration Form for your records before you mail it!
- Mail the form with your payment made payable to:

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)

ATTN: Child Care Classes (NR)
P.O. Box 85622
Richmond, VA 23285-5622

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2. To Register for Classes by Fax (Credit Card Payments Only!)

- Fax your completed Registration Form (credit card payment information must be completed) to: (804) 371-3414

3. To Register ONLINE (Credit Card Payments Only!)

- GO TO www.ccwa.vccs.edu
- Click on: **VDSS Child Care Training**
- Select your class
- Complete the Online Registration Form (credit card payment information must be completed)
- Click Submit. (You will receive a confirmation that your registration has been received. This is NOT your confirmation to attend the class. CCWA will mail class confirmation letters and directions after registrations are processed.)

Attending Classes

- You **MUST** bring your class confirmation letter to the class in order to be admitted and to receive a certificate.
- **If you have not received a confirmation letter at least one week prior to the class date, please call the CCWA office at (804) 523-2298 or email VDSSclasses@ccwa.vccs.edu.**
- **Do not attend the class unless you receive a confirmation letter or verify with CCWA that you are registered.**
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will not be admitted.
- If you are unable to attend or plan to send a substitute in your place, please call the CCWA office as soon as possible at (804) 523-2298.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Clock hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Participants bringing children will not be admitted.

Refunds

Participants may withdraw up to five business days before the class is scheduled to begin and receive a refund. No refunds are provided after this time. **To withdraw from a class, you must notify CCWA in writing.** Refund checks come from the Virginia State Treasury office and generally **will take six weeks to process.**

Cancelled Classes

Each class is offered on the condition of adequate enrollment; VDSS and CCWA reserve the right to cancel or discontinue any class because of low enrollment or for other reasons deemed sufficient. VDSS and CCWA reserve the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities.

If a class is cancelled by VDSS or CCWA, a credit will be issued toward a future class.

Continuing Education Units (CEUs)

In addition to the clock hours you will earn for each class, all VDSS early/school-age care and education professional classes now offer CEUs. The number of CEUs awarded depends upon successful class completion and varies according to class length. 0.1 CEU is awarded for each hour of actual instruction (e.g., a 4-hour class = 0.4 CEUs).

The Community College Workforce Alliance (CCWA) is a partnership between J. Sargeant Reynolds Community College and John Tyler Community College to serve the workforce and economic development needs of the region.

TRAINING CLASSES AND FEES FOR SPRING 2010

TOPIC/TITLE	COURSE NUMBER	FEES PER PERSON	PAGE NUMBER
Ages and Stages of Development of Preschoolers (4 hours)	CHLD 2002	\$10.00	Page 12
Babies and Toddlers Need Exercise Too (4 hours)	CHLD 2033	\$10.00	Page 12
Beyond Babble: Exploring Early Language Development (4 hours)	CHLD 2018	\$10.00	Page 13
Child Abuse and Neglect: Recognition and Reporting (4 hours)	CHLD 2015	\$10.00	Page 13
Creating an Age Appropriate Learning Environment For Preschoolers (4 hours)	CHLD 2003	\$10.00	Page 14
Director's Toolbox: New Employee Orientation (6 hours)	HLTH 2137	\$25.00	Page 14
NEW Engaging Creativity in Older Children (6 hours)	CHLD 2034	\$25.00	Page 15
Guiding the Behaviors of Preschool Children Ages Three to Five (4 hours)	CHLD 2005	\$10.00	Page 15
REVISED Health Screening for Child Care Professionals (4 hours)	CHLD 2016	\$10.00	Page 16
NEW Inclusion: Making Changes to Support All Children Through Individualization (3 hours)	CHLD 2035	\$10.00	Page 16
Module 1 - Promoting Social Emotional Competence - Promoting Children's Success: Building Relationships and Creating Supportive Environments (5 hours)	CHLD 2024	\$10.00	Page 17
Module 2 – Promoting Social Emotional Competence - Social Emotional Teaching Strategies (5 hours)	CHLD 2032	\$10.00	Page 18
NEW Module 3a - Promoting Social Emotional Competence - Individualized Intensive Interventions: Determining The Meaning of Challenging Behavior (5 hours)	CHLD 2036	\$10.00	Page 19
NEW Not Just Fun and Games (6 hours)	CHLD 2037	\$25.00	Page 20
Planning Age and Stage Appropriate Activities for Preschoolers (4 hours)	CHLD 2004	\$10.00	Page 20
Stress Management for Early Childhood Professionals: How to Stay Calm in the Midst of Chaos (3 hours)	CHLD 2038	\$10.00	Page 21
Understanding Temperaments to Help Infants and Toddlers Learn and Develop (4 hours)	CHLD 2017	\$10.00	Page 21
Virginia's Milestones of Child Development (6 hours)	HLTH 2138	\$25.00	Page 22

NOTE: This form cannot be submitted electronically from the VDSS Web site. Fill out, print and mail or fax to CCWA.

You can either print a copy of the blank form and write in the requested information, or you can type the requested information directly into the Registration Form and print it. You cannot save data typed into this form. Mail or fax the completed form(s) to CCWA as directed at the bottom of the form.

VDSS CLASS REGISTRATION FORM

One Registration Form Per Participant

Name: Last: _____ First: _____ Full Middle: _____

Date of Birth: Month: _____ Day: _____ Year: _____ Gender: ☐ Male ☐ Female

Have you ever attended or been employed by a Virginia community college? ☐ No ☐ Yes If yes, please provide your EMPLID: _____

Racial / ethnic group (optional): ☐ American Indian ☐ Asian or Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐ Other: _____

E-mail address: _____ Home phone: (_____) _____

Mailing Address—Confirmation Letter Will Be Mailed to this Address (Please check one.) ☐ Home ☐ Business

Street: _____

City: _____ State: _____ Zip: _____

City or county of residence: _____

Employer business name: _____

Employer business phone: (_____) _____, extension: _____ Business fax: (_____) _____

Employer business street address: _____

City: _____ State: _____ Zip: _____

Please enroll me in the following early/school-age care and education professional class(es):

Course Number	Registration No.	Course Title	Date	Location	Cost
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Payment Information

☐ Check (**MAKE PAYABLE TO CCWA**) Check #: _____

☐ Credit Card ☐ Visa ☐ MasterCard Credit card #: _____ Expiration date: _____

Cardholder's name (please print): _____

Agency / corporate card? ☐ No ☐ Yes Employer name: _____ EIN no: _____

*Participant's Social Security number: _____ - _____ - _____

Mail the form with your payment made payable to:

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ATTN: Child Care Classes (NR)
P.O. Box 85622
Richmond, VA 23285-5622

OR

Fax this form with credit card information to: (804) 371-3414.

For questions, please call CCWA at (804) 523-2298 or email VDSSclasses@ccwa.vccs.edu. To view the catalog, visit the Virginia Department of Social Services at http://www.dss.virginia.gov/family/cc/development_catalog.cgi.

*SSN is required in order to register per Section 6050S of the Restructuring and Reform Act of 1998. The VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.